

## **IX. RECORD KEEPING REQUIREMENTS**

### **A. Course Records**

#### **1. Required for Departments**

The provider must send a copy of the typed or printed Course Roster signed by the trainees or the course certificate(s) to the appropriate participating department's training manager *within 30 calendar days of course completion*. If a test is administered, the test results for each participant should also be sent to the participant's department. Providers should mail these records to departments with an invoice for tuition.

#### **2. Required for STC Program**

The following must be sent to STC by the provider *within 30 calendar days of course completion*:

- a. the original typed or printed Course Roster signed by the trainees (not a copy) and by the training provider.
- b. a completed *Course Evaluation Form* from each trainee attending the course.

### **B. Accounting Records**

A provider *must* maintain adequate accounting records in accordance with generally accepted accounting principles. *The records must provide an audit trail that will permit tracing of transactions from support documentation to accounting records, financial reports, and billings.*

Documentation is required for:

- The actual cost of instruction and on-site coordination
- The actual costs of training aids/equipment rental, and “one-time costs”
- Training room rental;
- Instructor and on-site coordinator travel and per diem
- Non-classroom costs, if requested by the provider and approved by STC.